



# **NAVFAC/Marine Corps E2E Conference “Data Integrity - How Do We Get There From Here?”**

## **FPDS-NG**

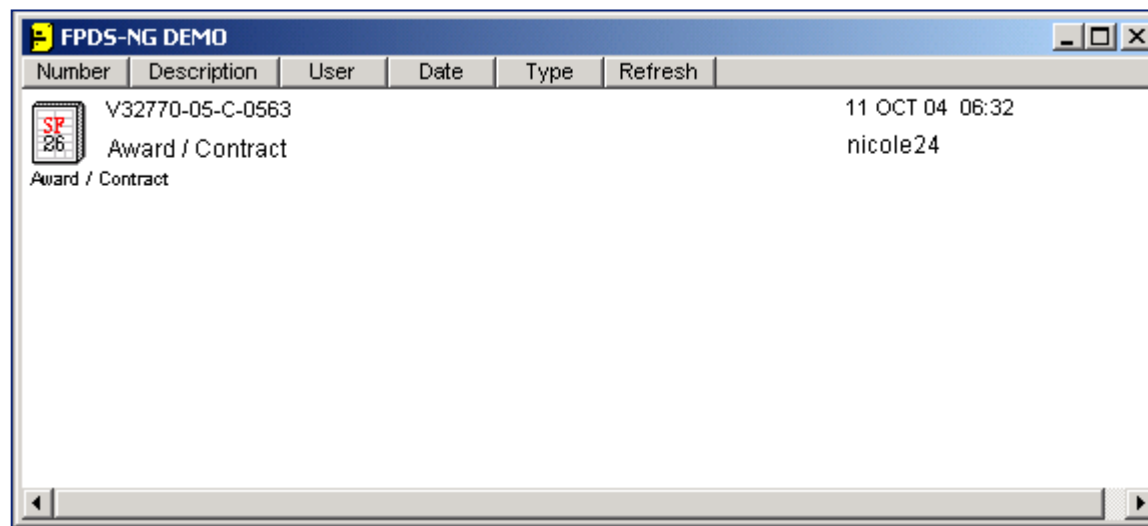
**Jennapher Howard-Washington**

## Creating CARs for Awards, Mods, and Orders

# STEP 1



- **Prepare the Contract Action**

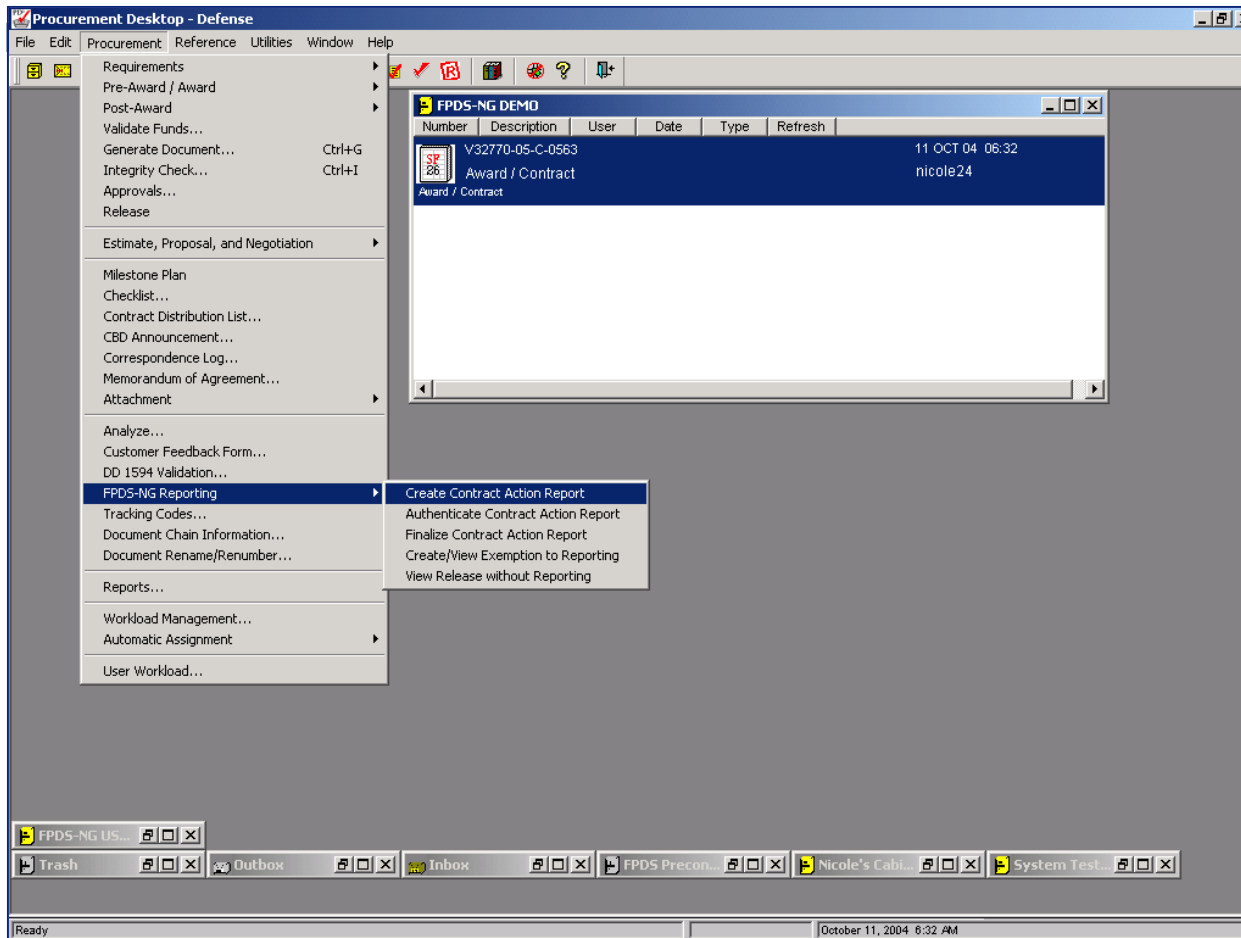
A screenshot of a web application window titled "FPDS-NG DEMO". The window contains a table with contract information. The table has columns for Number, Description, User, Date, Type, and Refresh. A single row is displayed with the contract number V32770-05-C-0563, description Award / Contract, user nicole24, and date 11 OCT 04 06:32. There is a small icon to the left of the description and a scroll bar at the bottom of the table area.

Number	Description	User	Date	Type	Refresh
V32770-05-C-0563	Award / Contract	nicole24	11 OCT 04 06:32		

## STEP 2



- Highlight the award and select Procurement → FPDS-NG Reporting → Create Contract Action Report from the



## STEP 3



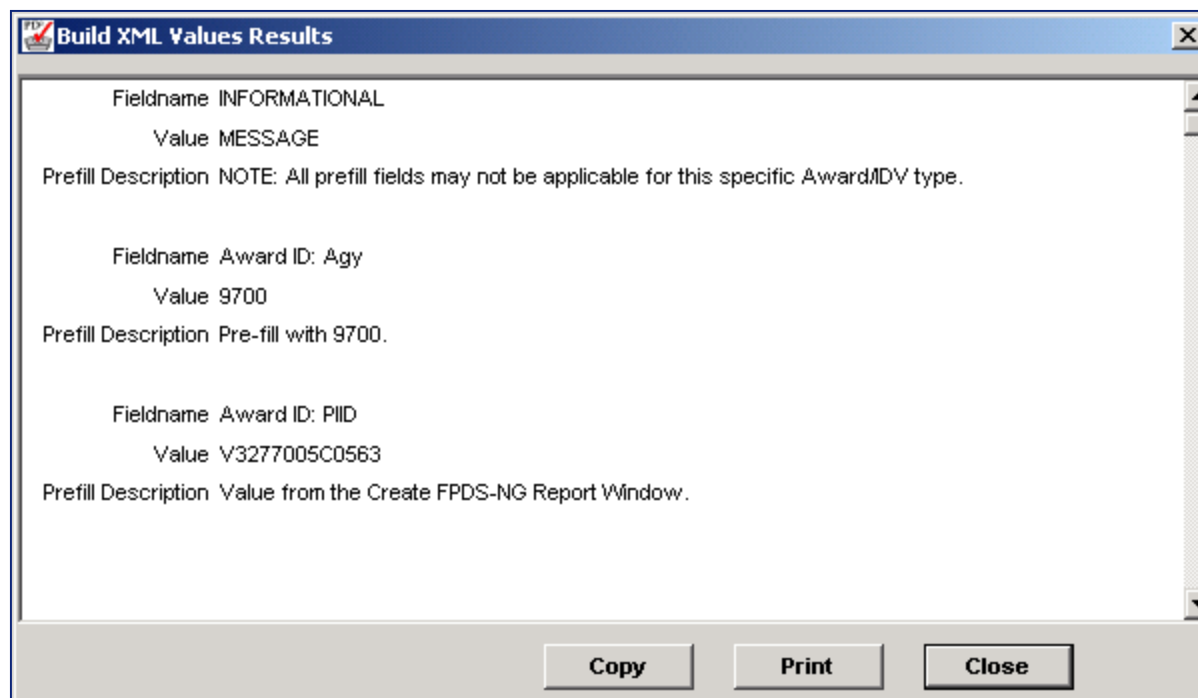
- In most cases, you will accept the default values in the **Create New FPDS-NG Contract Action Report** window.

The screenshot shows a software window titled "Create New FPDS-NG Contract Action Report". It contains several input fields and sections:

- Number:** A text box containing "V32770-05-C-0563".
- Description:** A text box containing "FPDS-NG Contract Action Report".
- FPDS-NG Identifying Information:** A section containing:
  - Multiple CAR:** A checkbox that is unchecked.
  - PIID:** A text box containing "V3277005C0563".
  - Mod. No.:** A text box containing "0".
  - Ref. IDV:** An empty text box.
  - Trans. ID:** A dropdown menu.
- FPDS-NG Report Type Selection:** A section containing:
  - Award/IDV Type:** Radio buttons for "Award" (selected) and "IDV".
  - Award/IDV Type:** A dropdown menu showing "D - Standalone Contract (SAC)".
- Vendor Information:** A section containing:
  - CCR Exception:** A dropdown menu showing "Not Applicable".
- Address/Code:** A large text box at the bottom left containing:

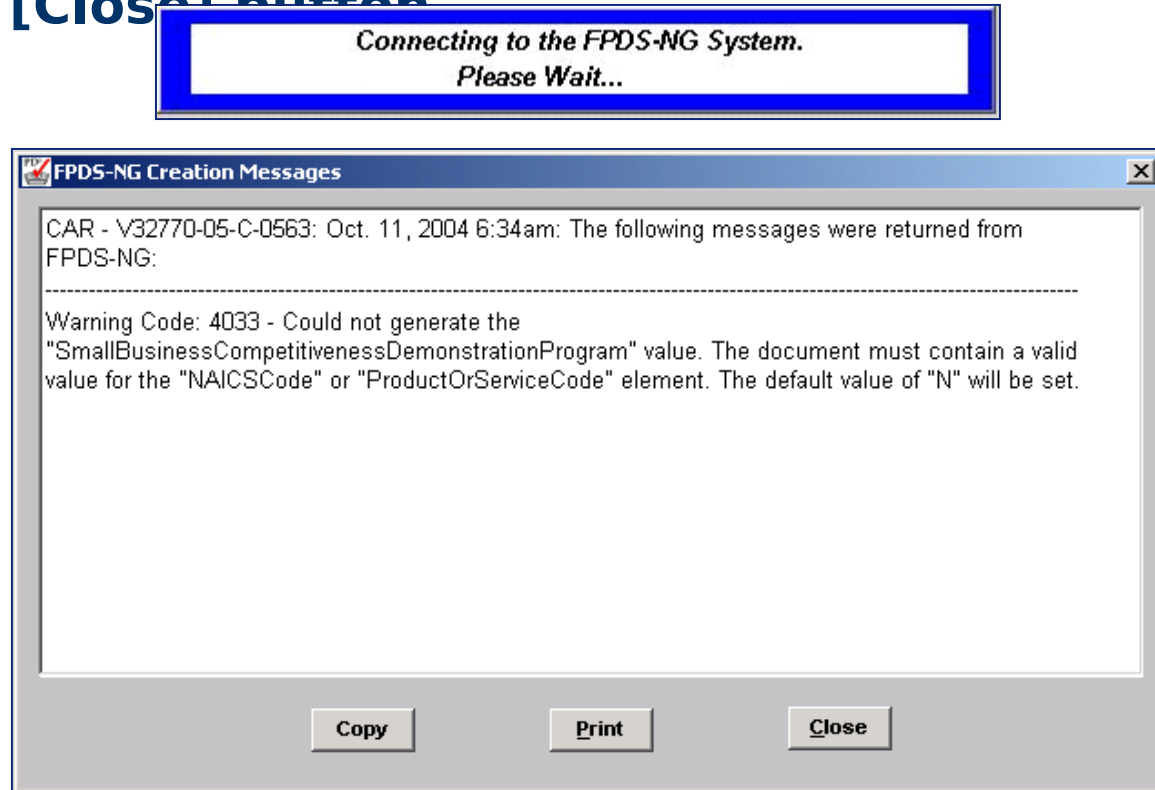
CODE NA100  
NATIONAL DEFENSE UNIVERSITY  
CONTRACTING OFFICE  
ATTN: NDU-LG-P, BUILDING 62  
FORT LESLIE J. MCNAIR  
WASHINGTON,, DC 20319
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

- **The Build XML Values Results window displays the data that is sent.**



- **This window will appear any time the CAR is updated with data from PD2.**

- Once the FPDS-NG Creation Messages window opens, click the [Close] button.



- This window will appear whenever PD2 receives messages from FPDS\_NG

- The FPDS-NG web site opens in an Internet browser and displays a pre-filled CAR using data from PD2.

FPDS-NG : CACISA1791 [ Award ] - Netscape

File Edit View Go Bookmarks Tools Window Help

https://beta.fpdsng.com/common/jsp/LaunchWebPage.jsp?command=execute&requestid=99388&version=1.2

Bugzilla FPDS-NG BETA GCE Company...

FPDS-NG : CACISA1791 [ Award ]

New Save Draft Validate Approve Correct Modify Void Save Implt Delete

Print Help

**General Information**

Award Type:	Stand Alone Contract	Agy:	9700	PIID:	V3277005C0563	Mod No:	0	Transaction No:	0
Award Status:	Draft	Award ID:		Referenced IDV ID:		Reason For Modification:		Solicitation ID:	
Prepared By:	CACISA1791								
Prepared Date:	10/11/2004 05:32:18								
Last Modified By:	CACISA1791								
Last Modified Date:	10/11/2004 05:32:18								

**Dates**

Date Signed (mm/dd/yyyy):		Action Obligation:	\$7,380.00
Effective Date (mm/dd/yyyy):	10/11/2004	Base And Exercised Options Value:	\$7,380.00
Completion Date (mm/dd/yyyy):	12/17/2004	Base And All Options Value:	\$7,380.00
Est. Ultimate Completion Date (mm/dd/yyyy):	12/17/2004	Fee Paid for Use of IDV:	\$0.00

**Purchaser Information**

Contracting Office Agency ID:	1700	Contracting Office Agency Name:	NAVY, DEPARTMENT OF THE
Contracting Office ID:	NA100	Contracting Office Name:	
Funding Agency ID:		Funding Agency Name:	
Funding Office ID:		Funding Office Name:	
Funded By Foreign Entity:	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	Select One

**Contractor Information**

**Socio Economic Data**

CCR Exception: PLEASE SELECT CCR EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON

Name: A AND S MACHINERY INCORPORATE

DBAN:

Street: 14633 CARMENITA RD

Street2:

City: NORWALK

State: CA

Zip: 906505228

<input type="checkbox"/> Veteran Owned	<input type="checkbox"/> Asian Pacific	<input type="checkbox"/> Tribal Government
<input type="checkbox"/> 8(a) Firm	<input type="checkbox"/> Service Disabled Vet	<input type="checkbox"/> Black Owned
<input type="checkbox"/> Hub Zone	<input type="checkbox"/> Local Government	<input type="checkbox"/> Native American
<input type="checkbox"/> SDB	<input type="checkbox"/> Minority Institution	<input type="checkbox"/> Asian Indian
<input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> American Indian	<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> HBCU	<input type="checkbox"/> State Government	<input type="checkbox"/> Hispanic Owned
<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Federal Government	<input type="checkbox"/> Emerging Small



# STEP 4



- Enter “Date Signed” then validate the CAR within FPDS-NG by clicking on ‘Validate’.
- Complete the CAR fields in FPDS-NG, save and exit the FPDS-NG web site.

FPDS-NG : CACISA1791 [ Award ] - Netscape

File Edit View Go Bookmarks Tools Window Help

https://beta.fpdsg.com/DataCollection/contracts/jsp/awardBaseController.jsp

Bugzilla FPDS-NG BETA GCE Company...

FPDS-NG : CACISA1791 [ Award ]

New Save Draft Validate Approve Correct Modify Void Save Tmpl Delete

Print Help

The 'VALIDATE' does not save changes made after the last 'SAVE DRAFT'. Please save all the changes since the last 'SAVE DRAFT'.

1. Mandatory element: "TundingRequestingOfficeID" is missing for the Award.
2. Mandatory element: "signedDate" is missing for the Award.
3. Mandatory element: "countryCode" is missing for the Award.
4. Mandatory element: "contractingOfficerBusinessSizeDetermination" is missing for the Award.
5. Mandatory element: "countryOfOrigin" is missing for the Award.
6. Mandatory element: "useOfEPADesignatedProducts" is missing for the Award.
7. Mandatory element: "performanceBasedServiceContract" is missing for the Award.
8. Mandatory element: "solicitationProcedures" is missing for the Award.
9. Mandatory element: "extentCompeted" is missing for the Award.
10. Mandatory element: "TundingRequestingAgencyID" is missing for the Award.
11. Mandatory element: "evaluatedPreference" is missing for the Award.
12. Mandatory element: "typeOfSetAside" is missing for the Award.
13. Mandatory element: "productOrServiceCode" is missing for the Award.
14. The "Number of Offers Received" must be between 1 and 999.

**General Information**

Award Type:	Stand Alone Contract	Agy	PIID	Mod No	Transaction No
Award Status:	Draft	Award ID:	9700 V3277005C0563	0	0
Prepared By:	CACISA1791	Referenced IDV ID:			
Prepared Date:	10/11/2004 05:32:18	Reason For Modification:			
Last Modified By:	CACISA1791	Solicitation ID:			
Last Modified Date:	10/11/2004 05:32:55				

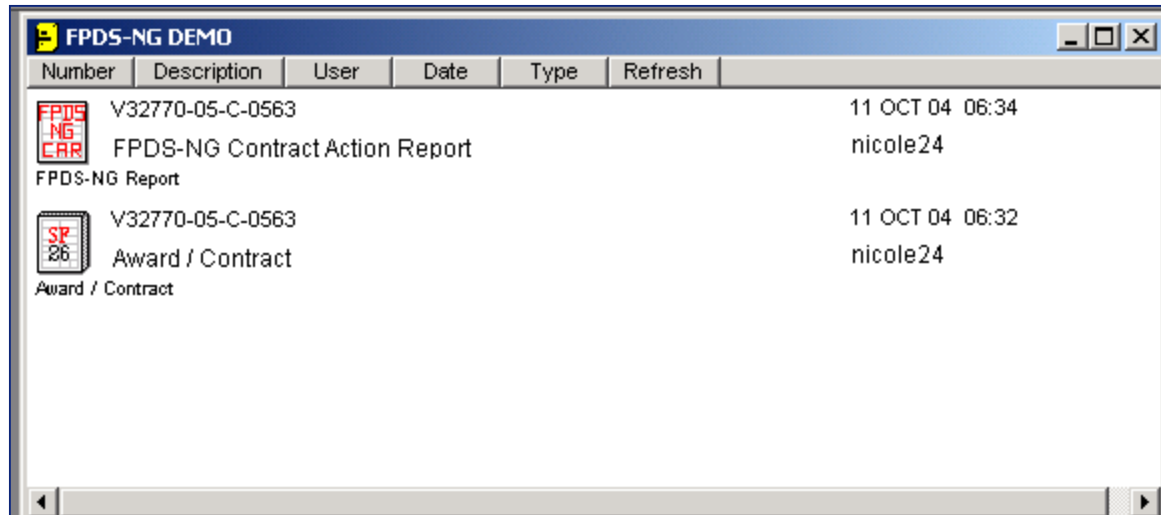
**Dates**



Date Signed (mm/dd/yyyy) *	
Effective Date (mm/dd/yyyy) *	10/11/2004
Completion Date (mm/dd/yyyy) *	12/17/2004
Est. Ultimate Completion Date (mm/dd/yyyy) *	12/17/2004

**Amounts**

Action Obligation: *	\$7,380.00
Base And Exercised Options Value: *	\$7,380.00
Base And All Options Value: *	\$7,380.00
Fee Paid for Use of IDV:	\$0.00

- The CAR icon now displays on the user's PD2 desktop in the respective cabinet/folder.

A screenshot of a software application window titled "FPDS-NG DEMO". The window contains a table with columns for "Number", "Description", "User", "Date", "Type", and "Refresh". There are two rows of data. The first row shows a red icon with "FPDS-NG CAR" text, followed by the number "V32770-05-C-0563", the description "FPDS-NG Contract Action Report", the user "nicole24", and the date "11 OCT 04 06:34". Below the first row, the text "FPDS-NG Report" is visible. The second row shows a red icon with "SP 26" text, followed by the number "V32770-05-C-0563", the description "Award / Contract", the user "nicole24", and the date "11 OCT 04 06:32". Below the second row, the text "Award / Contract" is visible. The window has a standard Windows-style title bar and a scrollbar at the bottom.

Number	Description	User	Date	Type	Refresh
 V32770-05-C-0563	FPDS-NG Contract Action Report	nicole24	11 OCT 04 06:34		
FPDS-NG Report					
 V32770-05-C-0563	Award / Contract	nicole24	11 OCT 04 06:32		
Award / Contract					

## STEP 5



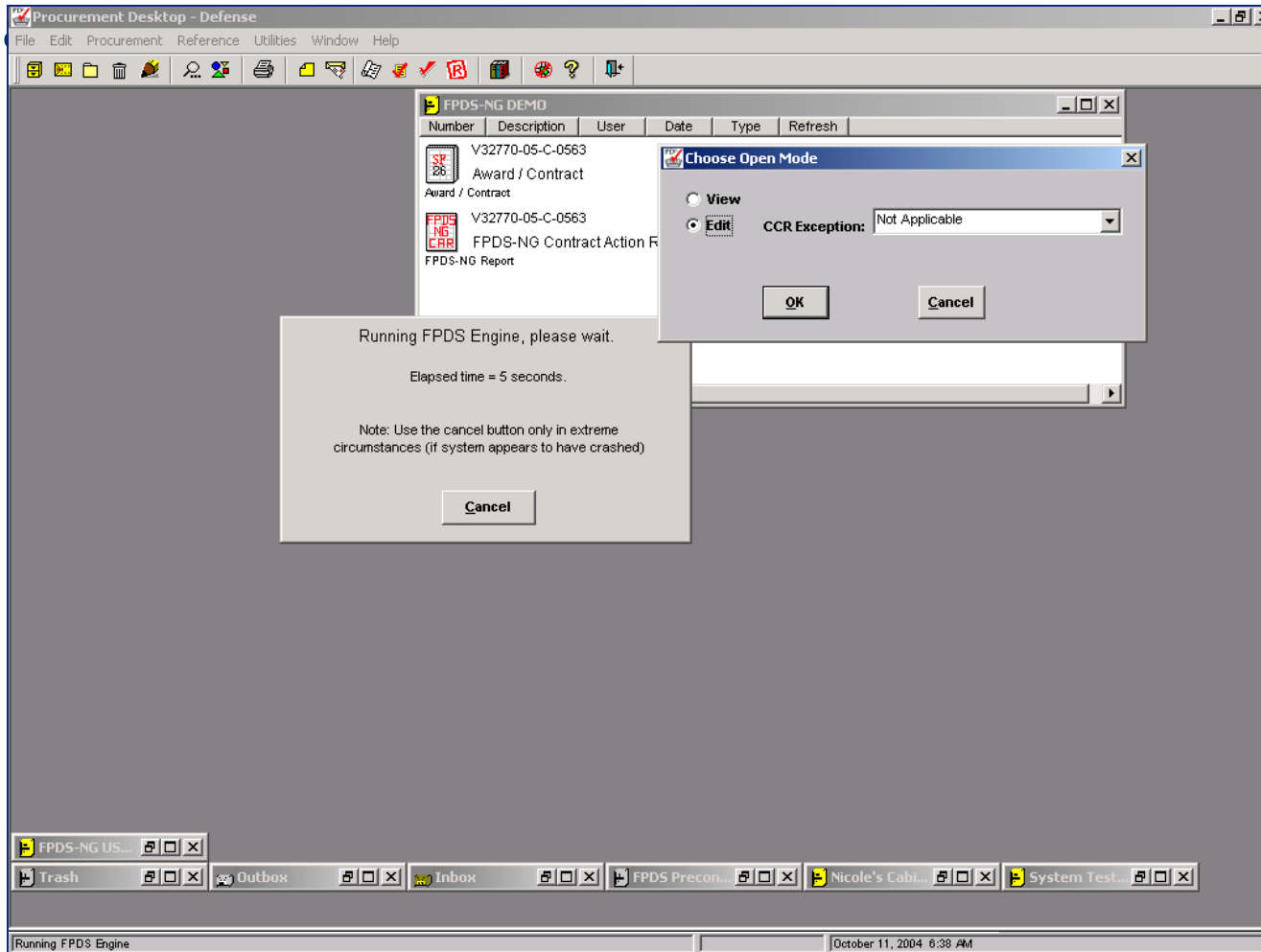
- If you received errors related to PD2 pre-filled data, return to PD2 to make corrections on the award. The **FPDS-NG Integration QUICK REFERENCE GUIDE** will help users distinguish between FPDS-NG and PD2 prefill fields.
- Edit the Award as necessary in PD2, run pre-approval checks, and generate

A screenshot of the "Line Item Detail" form in a software application. The form has a title bar "Line Item Detail" with a close button. Below the title bar are tabs: "Detail", "Description", "Pricing", "Funding", "Shipping", "Payment", and "Local Info". The "Detail" tab is active. The form contains various input fields and a dropdown menu. The "Line Item Number" field is filled with "0001". The "Description" field is filled with "Firing Attachment". There is a "Global Chg..." button. Below the "Add" button, there are fields for "Manufacturer:", "Manufacturer Part Number:", "Vendor Part Number:", "Prod / Cat Number:", "Cognizance Sym:", "Drawing Number:", "Media/Status CD:", "Spec. Number:", "Piece Number:", "Serial Number:", "Model Number:", "Brand Name/Sole Source:" (with a dropdown menu showing "BN"), "SMIC:", "Color:", "Size:", "Signal CD:", "Suggested Contract Vehicle/GSA Schedule:", "Project:", "FSC:" (with a dropdown menu showing "1005"), "WSC:", "Execution Method:" (with a dropdown menu), "MDAP/MAIS:", and "Date:". At the bottom left is a button labeled "Inspection/Acceptance". A dropdown menu is open next to the "FSC:" field, showing a list of options: "1005 GUNS, THROUGH 30 MM", "1010 GUNS, OVER 30 MM UP TO 75 MM", "1015 GUNS, 75 MM THROUGH 125 MM", "1020 GUNS, OVER 125 MM THROUGH 150 MM", "1025 GUNS, OVER 150 MM THROUGH 200 MM", and "1030 GUNS, OVER 200 MM THROUGH 300 MM".

## STEP 6



- Highlight and edit the CAR to resend the data from the



## STEP 7



- FPDS-NG opens again and the relevant data is updated on the CAR.

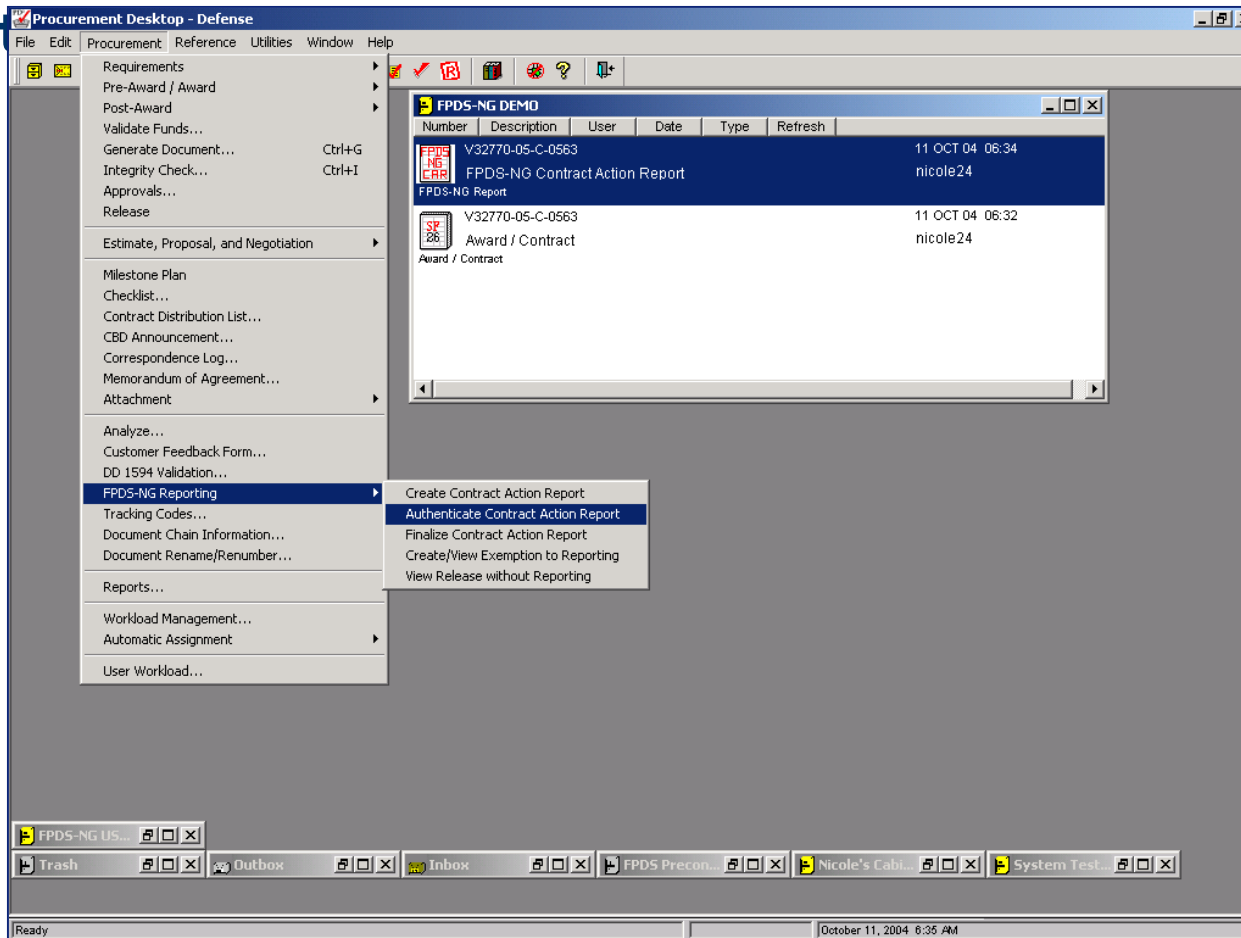
A screenshot of the FPDS-NG (Federal Procurement Data System - Next Generation) web application interface, viewed in a Netscape browser window. The browser's address bar shows the URL: https://beta.fpdsng.com/common/jsp/LaunchWebPage.jsp?command=execute&requestid=99390&version=1.2. The page title is "FPDS-NG : CACISA1791 [ Award ]". The interface is divided into several sections with blue headers. The "Contract Financing" section includes a "Select One" dropdown, a "Cost Accounting Standards Clause" checkbox, and a "Number Of Actions" field with the value "1". The "Legislative Mandates" section lists several acts with checkboxes: "Clinger Cohen Act", "Service Contract Act", "Walsh-Healey Act", and "Davis Bacon Act". The "Principal Place Of Performance" section includes fields for "Principal Place Of Performance Code (State, Location, Country)" with values "NJ", "00238", and "US", and "Principal Place Of Performance Name" with the value "A COUNTRY PLACE". The "Product Or Service Information" section contains multiple fields: "Product/Service Code" (1005, Description: GUNS, THROUGH 30 MM), "Principal NAICS Code" (111160, Description: RICE FARMING), "Bundled Requirements" (Not a bundled requirement), "System Equipment Code" (Select One), "Country of Origin" (CA, CANADA), "Place of Manufacture" (Select One), "Use Of Recovered Material" (No Clauses Included), "InfoTech Commercial Item Category" (Select One), "Claimant Program Code" (Select One), "Sea Transportation" (Select One), "GFE/GFP Provided Under This Action" (checkbox), "Use Of EPA Designated Products" (Not Required), and "Description Of Requirement" (4000 characters) with the text "Firing Attachment". The "Competition Info" section includes "Extent Competed For Referenced IDV" and "Extent Competed" (Full and Open Competition). The bottom status bar shows "Done".

- Run validation again and verify within FPDS-NG that the document passes all validations, Save Draft and exit FPDS-NG.

## STEP 8



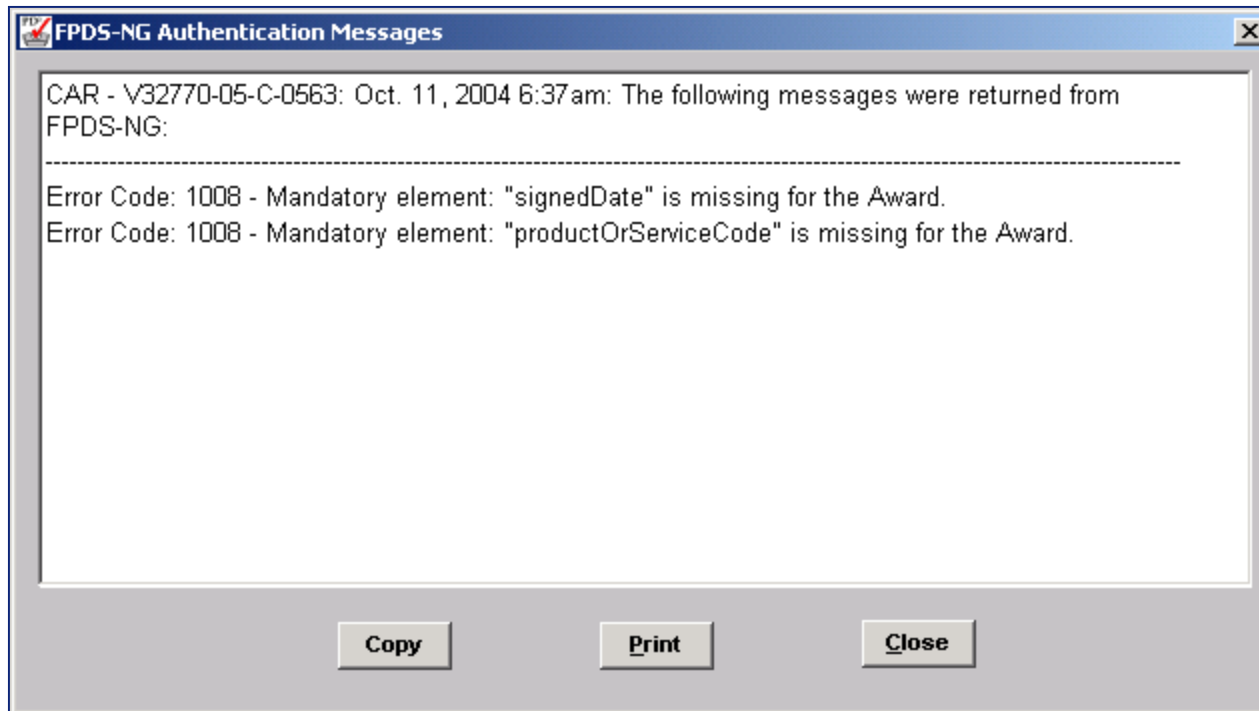
- **Authenticate the CAR by highlighting and selecting Procurement → FPDS-NG Reporting → Authenticate Contract**



## STEP 9



- During authentication, PD2 will check to ensure that the CAR has been validated in FPDS-NG and will display any remaining validation error messages returned by FDPS-NG.

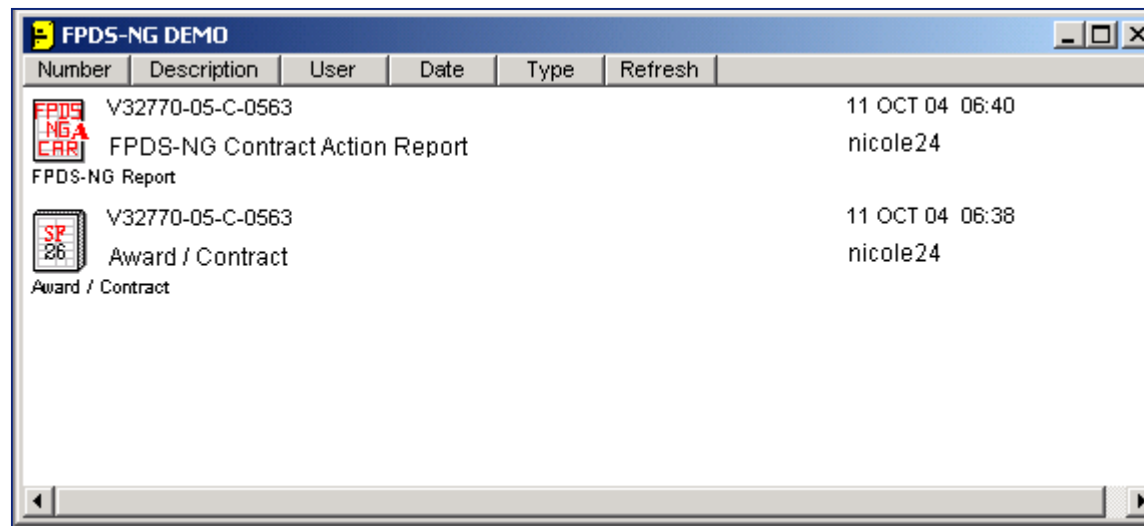


- If, there are remaining errors follow steps 5 - 9 until no errors present.

## STEP 10



- The CAR passes validation and displays the “A” icon.



The screenshot shows a web application window titled "FPDS-NG DEMO". It contains a table with the following columns: Number, Description, User, Date, Type, and Refresh. The table has two rows of data. The first row shows a contract number "V32770-05-C-0563" with a description "FPDS-NG Contract Action Report" and a date "11 OCT 04 06:40". The second row shows the same contract number with a description "Award / Contract" and a date "11 OCT 04 06:38". The "A" icon is visible next to the first row's description.

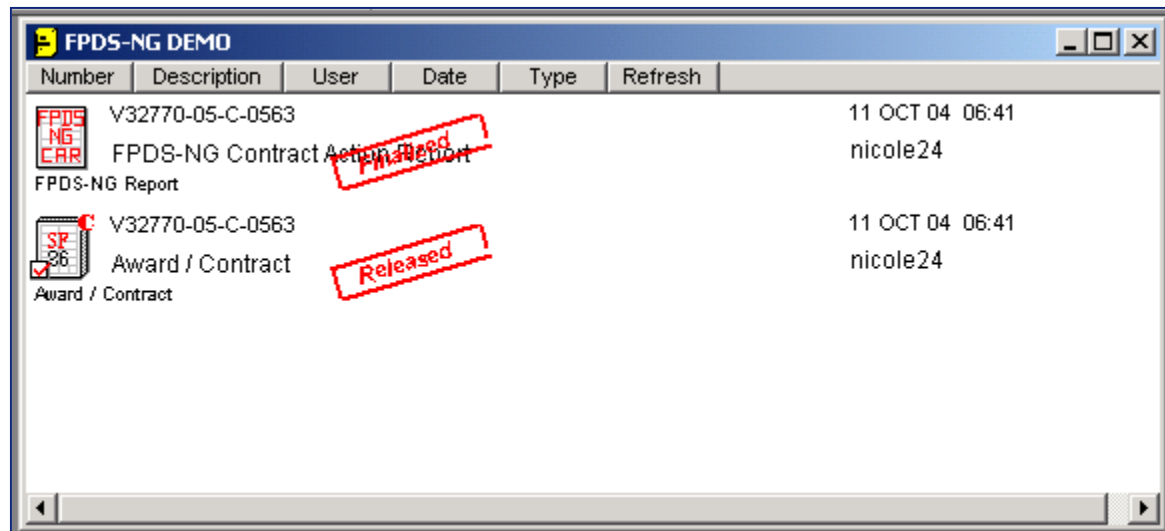
Number	Description	User	Date	Type	Refresh
V32770-05-C-0563	FPDS-NG Contract Action Report FPDS-NG Report	nicole24	11 OCT 04 06:40		
V32770-05-C-0563	Award / Contract Award / Contract	nicole24	11 OCT 04 06:38		



## STEP 11



- **Approve, and release the award. The CAR is updated with the actual Date Signed and is finalized during the release process. The Finalized stamp displays.**



- **During Release, the FPDS-NG connection window will open several times to update, authenticate and finalize the CAR.**